

***MyTDEC Forms Application:  
Finding Outfalls for Permit Sites***

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Version 1.3

## How do I find the appropriate outfall(s) for a permit site?

### Overview

The following document will provide step-by-step guidance on how to locate the outfalls of a site. This job aid covers instructions on finding outfall coordinates after you have already started a form. If you need assistance locating a specific form as well, please see “FAQ Job Aid How to Find a Form”.

### Step-by-Step Guide

#### Step 1- Navigate to “Outfall(s)”

From within an opened form, begin by navigating to the **“Outfalls”** section, as shown below.

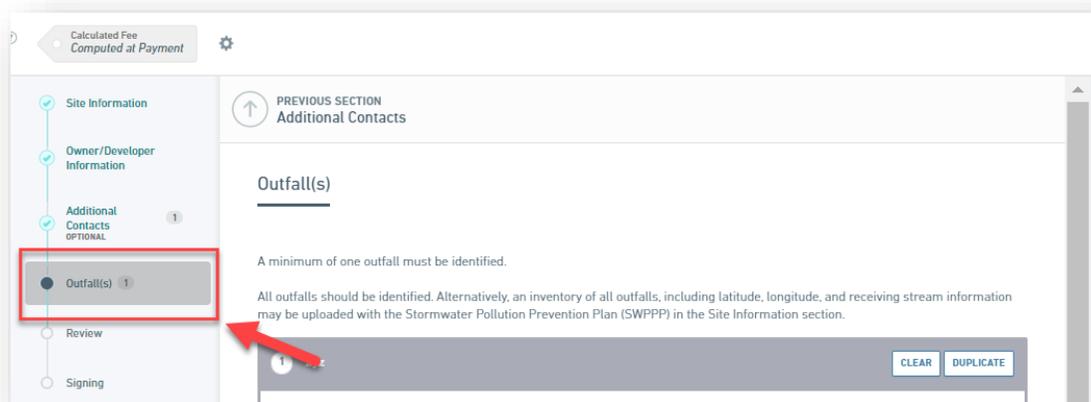
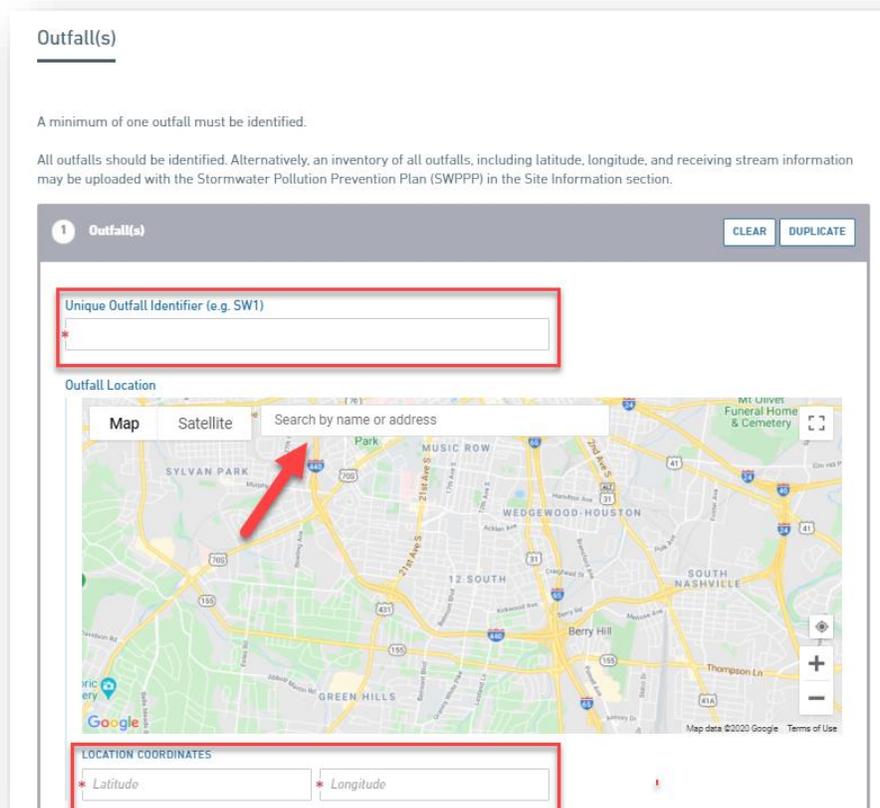


Figure 1 Outfall(s) Information Section

## Step 2 – Unique Identifier and Location Coordinates

Once you see the screen below, complete all the fields listed, beginning with the **“Unique Outfall Identifier (e.g. SW1)”**. The identifier **must be** between 3 and 4 characters and contain only numbers and letters. An example unique outfall identifier of “SW1” is provided.

The easiest way to determine the **Location Coordinates** is to enter the address in the **search bar** at the top of the map, as shown in the image below. A list of possible addresses will open in a drop-down menu below the search bar. Click on the specific location of your outfall, and the latitude and longitude of that site will be **automatically populated** into the form. The **Latitude and Longitude boxes** are also highlighted at the bottom of the image below.



The screenshot shows a web form titled "Outfall(s)". Below the title is a note: "A minimum of one outfall must be identified. All outfalls should be identified. Alternatively, an inventory of all outfalls, including latitude, longitude, and receiving stream information may be uploaded with the Stormwater Pollution Prevention Plan (SWPPP) in the Site Information section." The form has a header "1 Outfall(s)" with "CLEAR" and "DUPLICATE" buttons. A red box highlights the "Unique Outfall Identifier (e.g. SW1)" input field. Below it is the "Outfall Location" section, which includes a map with a search bar "Search by name or address" and a red arrow pointing to it. At the bottom, a red box highlights the "LOCATION COORDINATES" section, which contains "Latitude" and "Longitude" input fields.

Figure 2 Map and Coordinates of Outfall

### Step 3 – Waterbody Identification

Next, **identify the receiving waterbody**. To do so, you can type the name, enter the ID, or select the waterbody from the dropdown bar. If you need assistance with identifying the receiving waterbody, a link to the **DWR Waterbodies Spatial Tool** is provided.

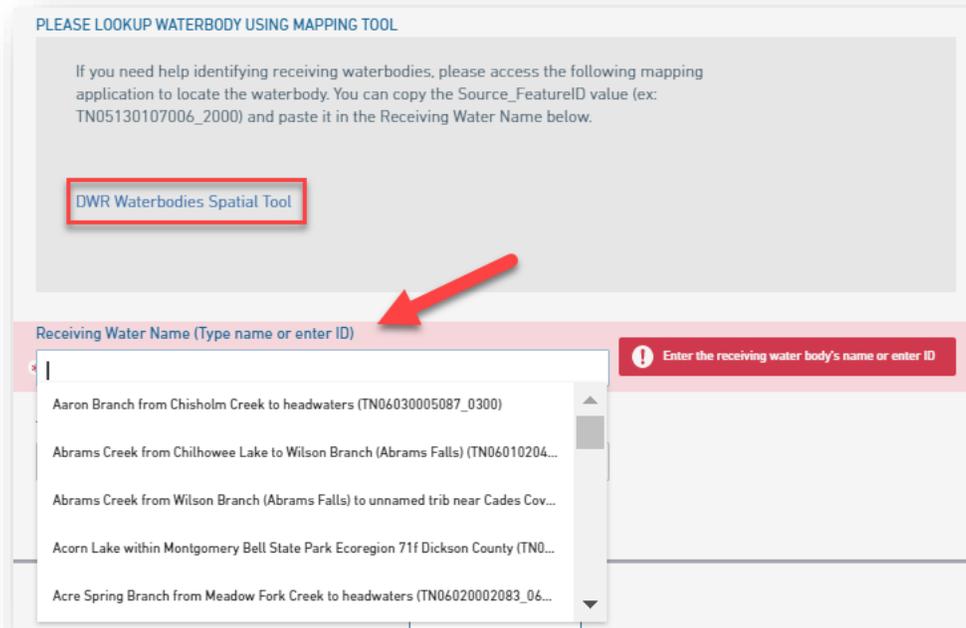
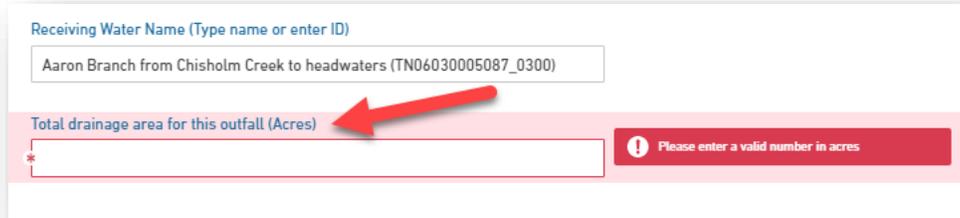


Figure 3 Waterbody Identification Methods

**Step 4 – Designating Total Drainage Area**

After inputting the receiving waterbody name, please enter the **Total drainage area for the outfall (Acres)**. This value should be provided in acres.

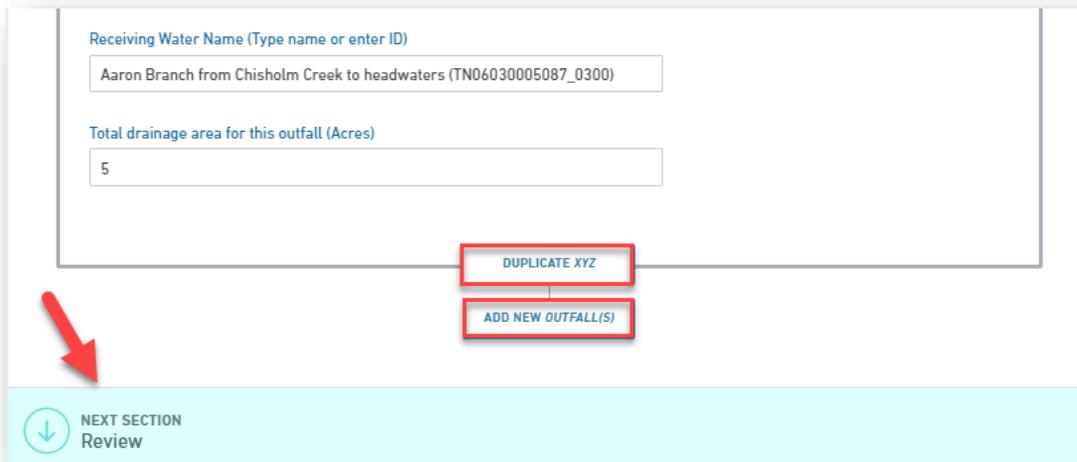


*Figure 4 Drainage Area Identification*

**Step 5 – Duplicate, Add or Continue with the Form**

After adding in the total drainage area, you now have three options. These are to **duplicate** the outfall information you just created, **add a new outfall**, or continue to **review** and eventually submit the form. If there are no other outfalls to report, please select **“Next Section: Review”**. Each of these options is highlighted below.

**Note:** Each outfall (even if duplicating) needs to have its own individual identifier. When selecting the duplicate button, it will duplicate the same identifier, which will need to be changed to its own unique name 3-4 characters in length.



Receiving Water Name (Type name or enter ID)  
 Aaron Branch from Chisholm Creek to headwaters (TN06030005087\_0300)

Total drainage area for this outfall (Acres)  
 5

DUPLICATE XYZ

ADD NEW OUTFALL(S)

NEXT SECTION  
 Review

Figure 5 End of Outfall Process